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Commission Bylaws

Revised in November 2022, for Approval by

Community Action Commission

Riverside County Board of Supervisors

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Article I - Community Action Commission

- Section 1. **Name:** The name of the entity is the Community Action Commission (CAC). The Community Action Commission is in Riverside, California.
- Section 2. **History:** The County of Riverside as a political subdivision of the State of California designated itself as a Community Action Agency on July 1, 1979.
- Section 3. **Purpose:** The Community Action Partnership of Riverside County (CAP Riverside) has been designated as the Community Action Agency (CAA) for Riverside County to serve as the County's anti-poverty agency. CAP Riverside is a public agency which is responsible for planning, developing, and executing the Community Action Program in the County of Riverside in order to alleviate poverty and promote self-sufficiency. In accordance with Riverside County Board of Supervisor's Policy A- 21, *Advisory Boards, Commissions and Committees*, the CAC advises the Riverside County Board of Supervisors (Board of Supervisors) consistent with the Delineation of Powers Agreement between Governing Board and the Community Action Commission
- Section 4. **Organization:** The Community Action Agency is comprised of the Board of Supervisors, as the Governing Board and the designating officials, the Community Action Commission as an advisory board, and the paid staff.

Article II – Commission Composition

The CAC is a tripartite board composed of a minimum of fifteen (15) members representing three sectors.

- Section 1. **Public Sector Members:** One-third (1/3) of the tripartite board members shall represent the Public Sector and shall be appointed by the Board of Supervisors. Public Sector members may be a Riverside County Supervisor, or their representative, or an elected public official, or their representative, holding office on the date of selection. The Public Sector members shall represent each Riverside County supervisorial district.
- Section 2. **Low Income Sector Members:** One third (1/3) of the tripartite board members shall be low-income individuals or shall be representatives of the low-income community representing each Riverside County supervisorial district. Each Low-Income Sector Member will have an alternate representing the same Riverside County supervisorial district. The Low-Income Sector Member (and their alternates) shall be democratically elected pursuant to the Policy on Election of Low-Income Representatives I
- Section 3. **Private Sector Members:** One third (1/3) of the tripartite board shall represent the Private Sector as members of business, industry, labor, religious, human services, education or other major groups and interests in the community served. The Private Sector members shall represent each Riverside County supervisorial district and shall be appointed by the Board of Supervisors.



Article III – Commission Selection Procedures

Members of the Commission are selected in a manner as to ensure that they speak and act on behalf of the group or organization which they represent.

- Section 1. **Selection Procedure for Public Sector Commissioners:** The Board of Supervisors has the sole power to appoint members to the Public Sector. Each member of Board of Supervisors may serve on the CAC or appoint one representative, who may be an elected official, or their representative. When a vacancy occurs within the Public Sector, the appropriate Supervisor will nominate to the Board of Supervisors a representative to fill the vacancy. The City of Riverside will hold one (1) permanent seat as required by the original charter for CAP Riverside.
- Section 2. **Selection Procedure for Low-Income Sector Commissioners:** The representatives of the low-income sector shall be low-income individuals or shall be representatives of the low-income community from each supervisorial district chosen in accordance with the democratic selection procedures set forth in the [Policy on Election of Low-Income Representatives adequate](#) to assure that these members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and can participate actively in the development, planning, implementation, and evaluation of the program. An alternate will be selected using the same procedures. Each alternate is expected to appear and participate in all regular meetings as if they were a member. Each alternate has the right to vote at a regular meeting in the absence of the primary member. Each low-income sector member and alternate shall represent their designated supervisorial district.
- a. Candidate for the Low-Income Sector must meet the following requirements:
 1. Be at least 18 years of age.
 2. Reside in the supervisorial district where the vacancy exists.
 3. Apply to CAP Riverside.
 4. Candidates need not themselves be low-income; however, preference in selection shall be given to low-income individuals.
 5. May not be a County of Riverside staff person.
 - b. Once the low-income sector member and the alternate are elected in accordance with the democratic selection process set forth in the Policy on Election of Low-Income Representatives, the name of the elected low-income sector member and alternate shall be submitted to the Board of Supervisors for appointment. If a low-income sector member or alternate is not appointed by the Board of Supervisors, the democratic selection procedure set forth in the Policy on Election of Low-Income Representatives shall be followed again.
- Section 3. **Selection Procedure for Private Sector Commissioner:** The Board of Supervisors has the sole power to appoint members to the Private Sector. Private Sector Members are



selected to ensure that the CAC will have broad community involvement. Everyone shall be required to disclose any affiliation or potential conflict of interest. The Board of Supervisors shall determine the type of private sector representation from among business, industry, labor, religious, human services, education or other major groups and interests in the community served to ensure broad community involvement.

Article IV - Terms

- Section 1. **Public Sector Commissioner:** The term shall be four (4) years. If the Commissioner is an elected official, the term may be equal in duration to their term as the Public Official, or four (4) years, whichever is less. The Public Official, or their designated representative, shall serve only while the Public Official continues to hold public office.
- Section 2. **Low-Income Sector Commissioner:** The term shall be two (2) years. A Low-Income Sector Commissioner shall only continue to serve so long as they reside in the area they represent.
- Section 3. **Private Sector Commissioner:** The term shall be two (2) years. A Private Sector Commissioner shall serve only while they continue to be associated with the private sector organization that they are affiliated with.
- Section 4. **Term Limits:** To encourage varied citizen participation, the Board of Supervisors and CAP Riverside shall generally seek new appointees to replace members who have served for a total of two (2) terms. A Supervisor retains the discretion to reappoint Public Sector and Private Sector Commissioners regardless of the length of time served on the CAC.
- Section 5. **Staggering Terms:** Appointments and Terms for the Private Sector and Low-Income Sector may be staggered to provide for continuity.

Article V – Vacancies and Resignations

The Board of Supervisors shall take steps to ensure that vacant seats are filled in a timely manner.

- Section 1. **Public Sector Vacancies:** When a vacancy occurs within the Public Sector, the appropriate Supervisor will nominate to the Board of Supervisors a representative to fill the vacancy.
- Section 2. **Low-Income Sector Vacancies:** The alternate will assume the vacancy for the remainder of the term so long as they continue to meet the low-income sector requirements. Failure to assume the vacancy is considered a resignation. If there is not an alternate, when a vacancy occurs within the Low-Income Sector, Policy on Election of Low-Income Representatives shall be followed to fill the vacancy.
- Section 3. **Private Sector Vacancies:** When a vacancy occurs within the Private Sector, the appropriate Supervisor will nominate to the Board of Supervisors a representative to fill



the vacancy.

- Section 4. **Resignations:** Any member of the CAC may resign at any time by so stating in writing to the appropriate Supervisor, CAC Chairperson, and the Executive Director.

Article VI – Powers of the Commission

- Section 1. **Delineation of Powers Agreement:** The powers of the CAC are set forth in California Government Code Section 12752.1 and the Delineation of Powers Agreement. The Delineation of Powers between the Board of Supervisors and Community Action Commission is attached hereto as Exhibit A and is incorporated herein by this reference.
- Section 2. **Board of Supervisors Policy A-21:** All provisions of Board Policy A-21 shall apply to the CAC except to the extent that the provisions are inconsistent with the Delineation of Powers, or the bylaws approved by the Board of Supervisors. Board Policy A-21 is incorporated herein by this reference as it exists or as otherwise amended in the future.

Article VII – Officers and Elections

- Section 1. **Officers:** The five (5) officers shall be a Chairperson, a Vice-Chairperson, a Secretary, the Ex-officio member, and a Low-Income Representative. Elected officers shall be Commission members in good standing based on the CAC Code of Ethics. Officers shall be elected by a majority vote of the CAC.
- Section 2. **Terms:** Officers shall hold office for a period of one (1) year in the same position.
- Section 3. **Duties of Officers:**
- a. Chairperson: The Chairperson shall preside over all meetings of the CAC and the Executive Committee. The Chairperson shall provide the initiative and leadership necessary for their proper functioning, with the assistance of the Executive Director. The Chairperson will serve as the CAC's point for communications with the Board of Supervisors and the principal point for communicating the CAC's recommendations to the Executive Director regarding CAP Riverside.
 - b. Vice-Chairperson: The Vice-Chairperson shall serve in the absence of the Chairperson. The Vice-Chairperson shall carry out the other duties as requested by the Chairperson. The Vice-Chairperson shall serve as the Chairperson of the Planning, Evaluation, and Finance Committee (PE&F).
 - c. Secretary: The Secretary shall be responsible for ensuring those minutes of each official meeting of the Commission are recorded, and that any errors in the minutes are presented to the Commission for correction. The Secretary shall be the official signatory of



documents and records of the CAC. The Secretary may obtain services and assistance through the Executive Director in recording of minutes and in maintaining custodial files of the CAC's documents and records.

- d. Low-Income Representative: The Low-Income Representative is responsible for ensuring that decisions made by the Executive Committee serve the best interest of the low-income residents.
- e. Ex-Officio Member: The immediate past Chairperson shall serve as the Ex-Officio on the Executive Committee for a maximum of one (1) year. They will serve without the right to vote, except for the purpose of breaking a tie. If the immediate past Chairperson is no longer a member of the CAC, the next previous past Chairperson shall serve as the Ex-Officio member. In the absence of an Ex-Officio member, a new commission representative can be voted by the CAC to serve for a maximum of one (1) year until the current Chairperson becomes the next Ex-Officio member at the end of their term.

Section 4. **Election of Officers:** Officers shall be nominated and elected during the regular meeting held in October of each year except for the reconstitution year of 2022. Officers shall be elected by a majority vote of the Commission with a quorum present. Officers shall take office and assume their duties in January or at the next regularly scheduled meeting after the election, whichever occurs first.

Section 5. **Vacancies:**

- c. The officers move up the slate and a new Secretary may be appointed. The appointment to fill a vacant office shall be for the unexpired term.
- d. If the office of the Chairperson and Vice-Chairperson become vacant simultaneously, the CAC shall elect a successor from its membership to fill the unexpired term at the next regular meeting with a quorum present.

Section 6. **Removal of an Officer:** Officers of the CAC may be removed under the following process:

- e. The officer shall be given notice of the intent of removal in a manner determined by the CAC.
- f. The officer shall be given an opportunity to respond.
- g. Officers serve at the pleasure of the remaining members. Removal of an officer requires a majority vote of the Commission present at the regular meeting with a quorum present.

Section 7. **Resignation:** Any officer may resign at any time by so stating at a duly held meeting with a quorum present, or in writing if unable to attend.



Article VIII – Committees and Duties

Each committee serves as a working extension of the CAC in its consideration of issues, opportunities and plans in the committee's particular interest. As such, the committee shall receive assignments from and report findings and recommendations to the CAC.

- Section 1. **Standing Committees:** All standing committees shall be composed of CAC members. Committee membership shall fairly reflect the composition of the CAC to the extent possible. The standing committee chairperson shall be responsible for providing the leadership and direction necessary to carry out the committee's goals and functions. The committee chairperson shall provide a report on the committee's activities at the regular CAC meetings.
- Section 2. **Executive Committee:** The Executive Committee shall be composed of 5 CAC members to represent one-third (1/3) of the 15-member Commission. Executive Committee members shall be the four (3) CAC Officers (Chairperson, Vice-Chair, Secretary), one Ex-Officio member, and one Low-income Representative. The CAC Chairperson shall serve as Chairperson of the Executive Committee. The Executive Committee shall review and approve the agenda for each regular meeting in consultation with the Executive Director.
- Section 3. **Planning, Evaluation, and Finance Committee:** The PE&F Committee shall be composed of at least three (3) Commission members, one from each sector (when possible) and shall recommend action to the CAC for vote. The PE&F Committee shall make recommendations on grant applications, needs assessments, selection of delegate agencies and other program and funding matters. The PE&F Committee will review and comment on various agreements and recommend approval to the full Commission. The Vice- Chairperson shall serve as Chairperson of the PE&F Committee.
- Section 4. **Ad-hoc Committees:** Ad-hoc committees may be formed as needed by a majority vote of CAC members present. All ad-hoc committees shall be composed of CAC members. Ad-hoc committee membership shall fairly reflect the composition of the CAC to the extent possible. The Chairperson of each ad-hoc committee shall be selected by a majority vote of CAC members present. The CAC operates with special (ad-hoc) committees as the need arises. The ad-hoc Committee shall be composed of at least three CAC members. The purpose of the ad-hoc committee must so be stated in the creating motion. When the ad-hoc committee's purpose has been achieved, the committee shall be dissolved.
- Section 5. **Additional Standing Committees:** Additional standing committees may be formed as needed by a majority vote of CAC members present. All additional standing committees shall be composed of CAC members. Additional standing committee membership shall fairly reflect the composition of the CAC to the extent possible. The Chairperson of additional standing committees shall be selected by a majority vote of the CAC members present. Additional standing committees shall be composed of at least three CAC members.



Article IX – Meetings of the Commission and Committees

- Section 1. **Meetings:** All meetings of the CAC shall be conducted in accordance with the Ralph M. Brown Act (Brown Act).
- Section 2. **Meeting Rules:** The CAC and each committee of the CAC shall conduct their meetings and discharge their duties in accordance with the rules, procedures, and meeting calendar which the Commission and committee sets for itself during a regular meeting
- Section 3. **Notification of Meetings:** Written notice of the time, date, location, and agenda of each meeting shall be given pursuant to the Brown Act.
- Section 4. **Rules of Order and Procedure for Conduct of Meetings:** The Robert's Rules of Order will serve as the guidelines for the conduct of CAC meetings and for parliamentary procedures within each meeting, except when they conflict with these bylaws, the CAC bylaws shall prevail.
- Section 5. **Quorum:** A quorum must be present while the meeting is in session. A quorum of the CAC shall consist of fifty-one percent (51%) of the voting membership, not counting vacant seats. Each attending CAC Commissioner shall sign the attendance roster which shall be filed at CAP Riverside. The affirmative vote of 51% of those members present shall be required to act on a matter of regular business.
- h. The only business the CAC shall transact in absence of a quorum is to:
 - 1. Take measures necessary to obtain a quorum.
 - 2. Fix the date and time to which to adjourn.
 - 3. Adjourn to take a recess, and/or
 - 4. Continue the entire agenda to the next meeting.
- Section 6. **Canceling Meetings:** The CAC may dispense with any regular meeting by an affirmative vote of a quorum of the CAC made at any preceding regular meeting or as otherwise authorized by law.
- Section 7. **Minutes:** Written minutes shall be kept for each meeting and shall include the following information: (1) The date and place of the meeting; (2) The kind of meeting held (such as special or regular); (3) A record of votes on all CAC motions; (4) Whether the minutes of the previous meetings were approved; and (5) The time the meeting started and adjourned.
- i. The minutes of previous meetings shall be sent to all CAC Commissioners at least three (3) days before the meeting.
 - j. The minutes shall be made available for public inspection.
 - k. The CAC Secretary shall sign the official minutes upon approval.
- Section 8. **Proxy Voting:** Voting by proxy is not permitted.



Section 9. **Special Meetings:** Special meetings of the Commission may be called at any time by the Chairperson or by a quorum of the Commission. The notice of the special meeting shall specify the time, place, and business to be transacted, and no other business shall be considered unless in accordance with, and under the provisions of the Brown Act.

Article X- Compensation and Expenses

Section 1. **Compensation and Expenses:** Each member shall serve without compensation or reimbursement of expenses unless otherwise provided in accordance with statute, grant, ordinance, or resolution authorizing the same and specifying the details thereof.

Article XI– Conduct

Section 1. **Code of Conduct:** CAC members shall conduct themselves in accordance with the County of Riverside Code of Ethics and the CAC Code of Ethics.

- i. **Ethics Training:** CAC members shall attend and complete an ethics training program every two (2) years pursuant to Board of Supervisors Policy. Newly appointed members must complete their initial ethics training within one (1) year of appointment.

Section 2. **Conflicts of Interest:** Each Commission member shall certify in writing they are not in conflict of interest in accordance with applicable state or local requirements.

- m. Commission members may not vote or participate in discussion on matters involving recommendations for funding of an organization if:
 5. The Commissioner or an immediate family member is employed by the proposed delegate agency or organization. "Immediate family members" means spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, and adopted and stepfamily members.
 6. The Commissioner sits on the board of a proposed delegate agency or organization.
- n. Neither Commissioners nor members of their immediate family shall be employed by CAP Riverside or receive a salary from programs funded by CAP Riverside.

Section 3. **Removal of a CAC Commissioner:** In accordance with Board Policy A-21, members of the CAC serve at the pleasure of the Board of Supervisors. Notwithstanding a specified length of a term for a Commissioner, the Board may remove a Commissioner at any time for any reason.

Article XII – Amendment of Bylaws



- Section 1. **Notification for Bylaws Changes:** Every Commissioner of the CAC must be notified at least ten (10) days in advance of any meeting at which the CAC is to consider proposed amendments to the bylaws. Every member of the CAC will be provided a copy of the proposed amendments to the bylaws at least ten (10) days prior to the meeting.
- Section 2. **Voting on Recommended Amendments:** An affirmative vote of a quorum of the CAC is required to recommend proposed bylaws amendments to the Board of Supervisors.
- Section 3. **Bylaws Amendments Require Approval by the Board of Supervisors:** Upon an affirmative vote of a quorum of the CAC, the recommended proposed amendments to the bylaws will be submitted to the Board of Supervisors for approval. All amendments to the bylaws require Board of Supervisors approval.
- Section 4. **Copy to CSD:** A copy of CAC bylaws and all amendments shall be submitted to the California Department of Community Services and Development in accordance with CSBG Regulations (California Government Code Section 12752.1).

Article XIII – Public Access to Records

Any person who wishes to inspect or copy CAC records maintained by CAP Riverside may do so after making a request to CAP Riverside. Information will be provided pursuant to the California Public Records Act and any other applicable laws.

Exhibit A – Delineation of Powers

Between governing board and community action commission



Delineation of Powers

Between Governing Board and Community Action Commission

It is the desire of the Board of Supervisors of the County of Riverside in their capacity as the Governing Board of the Community Action Agency (CAA) to maintain relationships with the Community Action Commission (CAC), and other organizational elements of the CAA and community, which are harmonious and most conducive to effective performance of the Community Action Programs in Riverside County. The following delineation of powers between the Governing Board and the CAC recognizes that certain responsibilities exist which the Governing Board, under the State of California Community Services Block Grant (CSBG), cannot delegate. This specifically includes responsibility for proper use of funds and the continued viability of the program of the CAA.

I. Powers of the Governing Board (Board of Supervisors)

The Governing Board, within the framework of the CSBG regulations, California Government Code Sections 12750-12763, Board Policy No. A-21, and other applicable funding sources, shall:

- a. After consideration of the recommendations of the CAC, approve program plans and priorities;
- b. Appoint and remove Commissioners of CAC in conformance with Board Policy No. A-21;
- c. Determine and approve all personnel policies;
- d. Determine and approve all fiscal policies and budgets;
- e. Determine and approve all administrative policies and procedures;
- f. Delegate selection of the CAA Executive Director to the appropriate Department Head and provide for the participation of the tripartite board in the selection of the executive director of the CAA;
- g. Approve the Riverside County Community Action Plan;
- h. Receive and file an annual report and conduct an annual meeting or Governing Board Workshop with the CAC;
- i. Approve the bylaws for CAC as outlined in California Government Code Section 12752.1 and any amendments thereto; and
- j. Retain authority to expand or contract, alter, or amend any of the powers or responsibilities delegated to the CAC.

II. Powers of the Community Action Commission CAC)

The Community Action Commission shall have the following duties and responsibilities in accordance with CSBG regulations and California Government Code Section 12752.1:

- a. Assume those powers and responsibilities which are expressly delegated to the Commission by the Governing Board;
- b. Determine governing rules and procedures, select officers, and determine the date, time and location of meetings, except as otherwise provided in Board Policy No. A-21;
- c. Provide input to the CAA Executive Director and Governing Board on CAA's program plans and policies;
- d. Oversight of all program, administrative and financial policies and procedures adopted by the Governing Board for the implementation of the Community Action Programs;
- e. Approve, subject to ratification by the designating officials (Governing Board), program proposals and budgets;
- f. Direct the CAA to undergo annual outside audits;
- g. Approve the Annual Report, the Community Action Plan, and the Community Needs Assessment prior to the submission for the Governing Board approval;
- h. Participate in the selection of the CAA Executive Director;
- i. Advocate for the participation of low-income community members in the programs of the CAA; and
- j. Make recommendations to the Governing Board concerning the exercise of any of the Governing Board's powers.

The Board of Supervisors as the Governing Board will give the members of the CAC sufficient advance notice of any actions the Governing Board contemplates taking concerning the CAA Programs to allow the CAC an opportunity to make recommendations and provide input to the decision-making process. The CAC shall be a continuous and effective mechanism for securing broad community involvement in the programs implemented under the Community Action Program.

The term "oversight" in Part II, Section d above shall be defined as the delegation of the authority to periodically review, investigate and evaluate adherence of the staff of the CAA and subcontractors (e.g., delegate agencies) to the policies and procedures established by the CSBG and by the Board of Supervisors of the County of Riverside for the implementation of the Community Action Programs. It is recognized that authority for the day-to-day supervision of CAA and the Community Action Programs is vested in the Executive Director of the CAA; however, the CAC may request that the Executive Director provide them with timely and detailed reports on the implementation of the Community Action Programs and any other assistance the CAC may require to carry out the duties and responsibilities specified in Part II.

